Resident Quick Start Guide
Using your smart lock
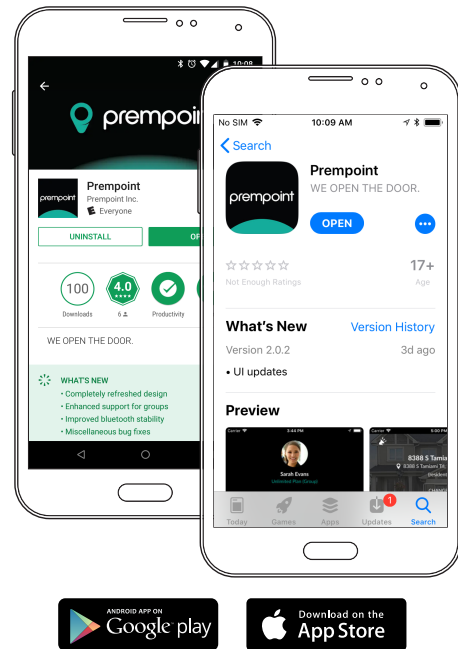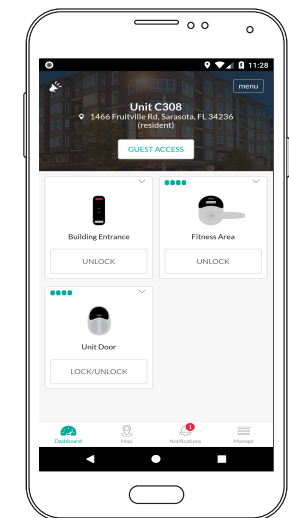
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1 Download the Prempoint mobile app.

http://www.prempoint.com/ios
http://www.prempoint.com/android
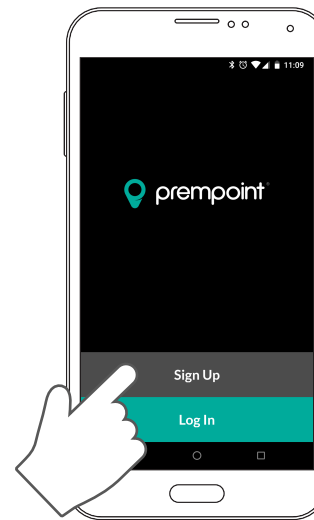
2 Create an account. If you received an invitation to join Prempoint, **YOU MUST** sign up with the same email address it was sent to.

3 If your property manager has granted you access to the unit, you will now see the unit's dashboard. If not, validate you signed up with the right email address or contact your property manager.

4 Press the large black button on the lock to wake it up.
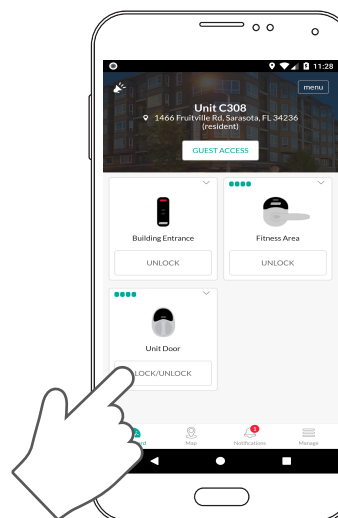
5 Unlock the lock by either tapping "LOCK/UNLOCK" on the unit dashboard and turning the lock's handle when prompted by the mobile app...
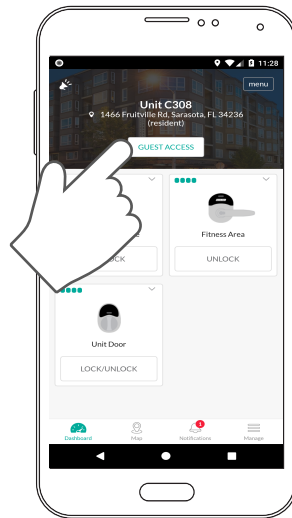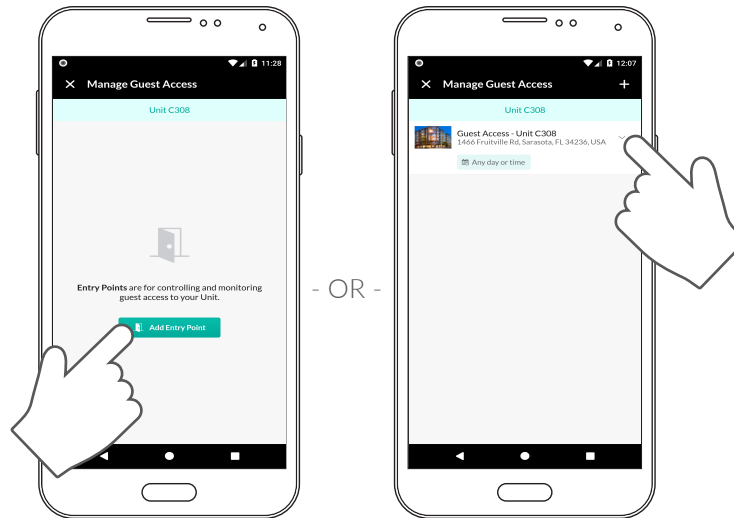
- OR -

...or by touching your smart card or fob to the large black button and turning the lock's handle when the light turns green.
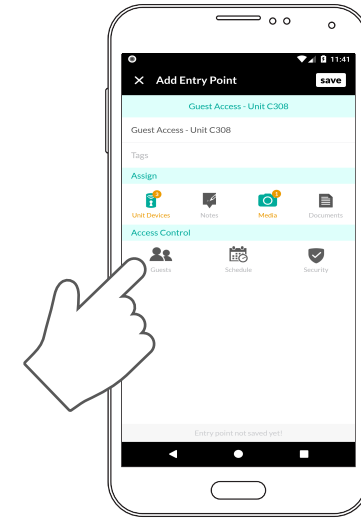
Resident Quick Start Guide
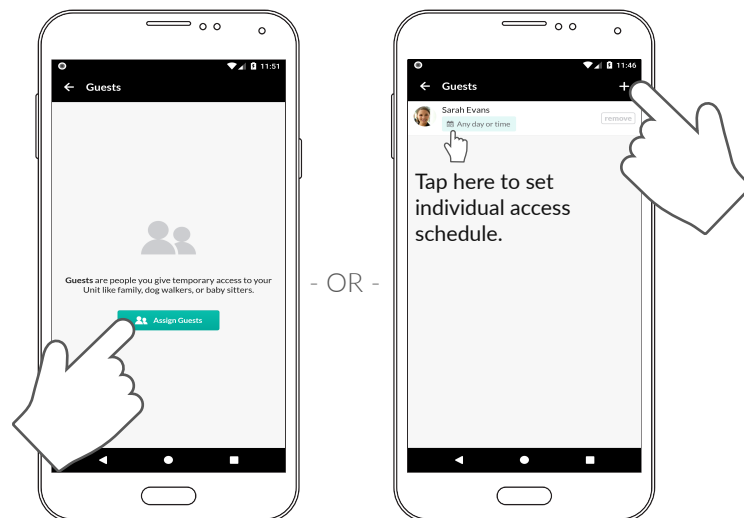## Managing guest access

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1 On the dashboard for your Unit, tap the white "Guest Access" button.

2 On the "Manage Guest Access" screen you can create new Entry Points or edit your existing ones to manage guest access to your Unit.

- OR -

3 When creating an Entry Point, you can set various security settings as well as set a master schedule for your guests' access. Tap on "Guests" to select who you want to grant access.

Tap here to set individual access schedule.

- OR -

4 On the "Guests" screen, you can assign new guests to the Entry Point by tapping the green "Assign Guests" button or the + button at the top.

You can also manage existing guests' individual access schedules by tapping on the light green box under their name. Note that setting a schedule here will override your master schedule from step 3 for this guest only.

You can also remove existing guests from this screen.
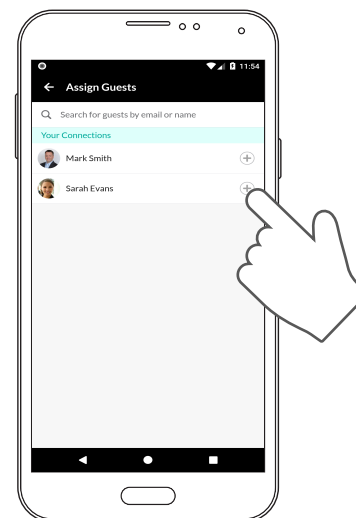
5 On the "Assign Guests" screen you can find guests to add to the Entry Point by searching for their email address or name. Once you find them, simply tap the + button.
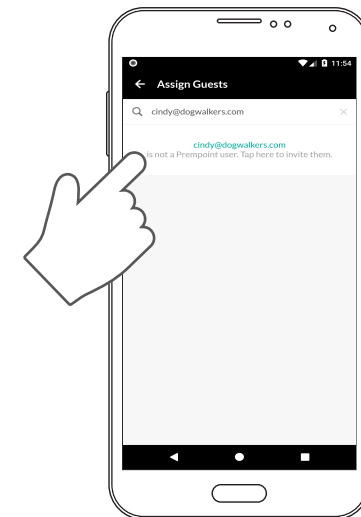
6 If the email address you enter is not already a Prempoint user, you may invite them to join Prempoint by tapping on the row. Once they join, they will have access to this Entry Point.